

Michigan Long-Term Care Conference Workshop: Defining and Achieving Quality

**How the State Collaboration Agreed to Operate
(Conduct Business)**

- 1) Open face to face meetings were held once a month from March, 2004 through September, 2005, on the 4th Tuesday of the month for approximately 19 months at Tri-County Office on Aging, Lansing, Michigan. Beginning October, 2005, face to face meetings continued meeting on a quarterly basis.
- 2) The members of the group are seven providers and seven participants and their peers.
- 3) When unable to attend, members may send a knowledgeable alternate in their place.
- 4) A stipend is paid to participants and other persons' with disabilities for attending meetings and providing their advice and recommendations.
- 5) Group decision is made by consensus. This means:
 - a. The group will not vote;
 - b. Not every single member of the group has to agree for the group to move forward;
 - c. When the majority of members are in agreement and the remainder of members can live with the decision, the group moves forward;
 - d. Issues of great disagreement can be housed in the "parking lot" to revisit or come back to later;
 - e. Consensus doesn't hold up decision to move forward;
 - f. Our differences mean that we are trying to address our concerns;
 - g. Group trust must be built among collaboration members;
 - h. Some decisions individuals will like. Some decisions an individual member can live with even though the individual may not like them 100%.
 - i. Consensus decision making is reaching general agreement and being willing to make mistakes along the way.